## PRE-AWARD QUALIFICATION - PHASE 2

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### PRE-AWARD PERFORMANCE EVALUATION SAMPLE (PA-PES) QUALIFICATION REQUIREMENTS

The purpose of this attachment is to advise the offeror on the procedures the government will use to determine vendor's capability to perform sample analyses under the terms and conditions of this contract.

To determine, before award, the technical qualifications for performing the tasks outlined in this contract, we will require that offeror laboratories analyze PA-PES that constitute the government's qualification requirement (FAR 9.200). We require acceptable performance in analyzing PA-PES for laboratories to be considered capable of meeting the operational and quality standards required by this contract. FOR THIS SOLICITATION, ACCEPTABLE PERFORMANCE (PASSING SCORE) OF THE PES IS DEFINED AS:

A) A MINIMUM SCORE OF 75 PERCENT ON SECTION I OF THE DOCUMENT "Instruction for the Contract Laboratory Program (CLP) Dioxin Low/Medium Concentration SOW (DLM01.3) HRMS PCDD/PCDF Pre-Award Performance Evaluation Samples (PA-PES)" FOR EACH PERFORMANCE EVALUATION SAMPLE PROVIDED

AND

B) A MINIMUM SCORE OF 75% ON EACH PART OF SECTION II OF THE SAME DOCUMENT, FOR THE COMPLETE PRE-AWARD PERFORMANCE EVALUATION SAMPLE DATA PACKAGE SENT BY THE LABORATORY.

USEPA Office of Emergency and Remedial Response (OERR), Analytical Operations and Data Quality Center (AOC) will evaluate the laboratory performance evaluation sample data according to a full set of contract requirements that include, but are not limited, to the following:

(a) Identification of target analytes.

(b) Quantitation of identified target analytes.

(c) Reproducibility of analytical data.

(d) Accuracy of analytical data (percent recovery).

(e) Ability to maintain a contamination-free environment.

(f) Understanding of documentation requirements.

(g) Understanding of reporting requirements.

Vendors will be given one set of PA-PES for evaluation. Each sample will be evaluated separately and each sample must receive a passing score in order for the laboratory to pass Section I of the Award Evaluation. The Complete Pre-Award Performance Evaluation Sample Data Package must pass each part of Section II in order to pass Section II of the Award Evaluation.

The pre-award set consists of one or more bottles of solutions for the subsequent preparation of water and soil samples. The offeror must inspect the pre-award set upon its arrival (at verified time of sample receipt, or VTSR) and report any discrepancies or broken ampules within four (4) hours of receipt to the Contracting Officer (CO), Barbara Stearrett at (202) 564-4496 and to Mr. Art Clarke at IT Corporation, (702) 895-8714. Other inquires must be directed to the CO at (202) 564-4496 or the Contracting Specialist, Ms. Robyn Zellars at (202) 564-4503.

Vendors shall submit their PA-PES data packages on or before the date stipulated in the instruction package. PA-PES data packages that are not received by the Government by the date stipulated in the PA-PES package will be considered non-compliant. This qualification requirement measures the ability to meet the technical specifications within the required delivery time.

The instructions given below are given as guidance to offering laboratories to ensure that the laboratories have the maximum chance possible to pass the PES phase of the Pre-Award Qualification. Specifically the instructions give information regarding:

- Required delivery time for PA- PES results - 35 calendar days from receipt of PA - PES.
- PA-PES preparation and handling procedures
- Analysis and reporting requirements, if different from SOW, (see DLM01.3).
- Address(es) for submission of data and offeror-supplied documentation.

Also presented in the guidance are the scoring formula and Contract Compliance Screening parameters used in the Pre-Award Qualification phase.

# Instructions for the
# Contract Laboratory Program (CLP)
# Dixion Low/Medium Concentration SOW (DLM01.3)
# HRMS PCDD/PCDF
# Pre-Award Performance Evaluation Samples (PA-PES)

**Note:** The enclosed set of DLM01.3 PA-PES is to be analyzed in strict conformance with the analytical protocols contained in the DLM01.3 Statement of Work (SOW) and revisions (if any). These instructions are for advisory purposes only. If any apparent conflict exists between these instructions and the statement of work (SOW), follow the SOW. These instructions do not apply to any other DLM01.3 samples. No exceptions to the protocol or substitutions, other than those described herein, are allowed without the written permission of the Contracting Officer (CO).

**APPLICATION:** For use with DLM01.3 SOW and revisions.

**CAUTION:** Read instructions carefully before opening bottles

This sample contains chemicals known or suspected to have serious human health effects.

Material Safety Data Sheets available upon request.

## (A) Sample Description

Enclosed is a soil and water Performance Evaluation Sample(s) (PES) for CDD/CDF analysis using HRGC/HRMS. The soil sample contains 20 to 30 grams of soil/solid sample. An appropriate aliquot should be used for extraction and analysis. The water sample is an ampulated concentrate containing 2.5 mL of methanol/acetone solution for dilution in water. Exactly 1.0 mL of the concentrate is to be diluted in 1.0 liter of laboratory water for extraction and analysis. The bottle(s) and ampule(s) **shall** not be opened until sample preparation is to occur. Both the soil sample and ampulated concentrate may be stored at room temperature until extraction and analysis.

**CAUTION:** The sample contains compounds which may be light sensitive and should be protected from light during storage.

Immediately inspect the ampules upon arrival at the Verified Time of Sample Receipt (VTSR) and verify that all materials are intact and complete as itemized on the chain-of-custody. Complete and forward the chain-of-custody sheet with proper annotations and signatures to Mr. Art Clarke, Materials Document Control Officer, IT Corporation (702) 895-8714.

**IT Corporation**
**2700 Chandler Ave - Bldg. C**
**Las Vegas, NV 89120**

None of the bottles are to be opened until sample preparation/analysis is to occur. Samples do not require refrigeration upon receipt. If they refrigerate the sample, allow it to reach ambient temperature before proceeding with processing and analysis.

## (B) Breakage or Missing Items

If inspection indicates that the shipment contains any broken, leaking, or missing items including broken seals on any bottle, report the problem within four (4) hours of receipt to CO, Barbara Stearrett at (202) 564-4496. Requests for additional DLM01.3 PA-PES, made after the four (4) hour deadline, will not be honored without written approval from the USEPA CO. All other inquiries must be directed to the CO, Ms. Barbara Stearrett at (202) 564-4496.

## (C) Analysis Requirements

Samples generated from these bottles are to be analyzed as described in the DLM01.3 SOW or revisions, using High Resolution Mass Spectrometry. The DLM01.3 PA-PES **must** be analyzed by the offeror's laboratory, the offeror's analytical equipment, and the offeror's personnel, (subcontracting or outsourcing of DLM01.3 is PROHIBITED and will result in disqualification). Any modification made to the SOW analytical protocol by this instruction package applies to the enclosed DLM01.3 PA-PES set only. No exceptions to the protocol of substitutions, other than those described herein, are allowed without the written permission of the CO. The vendors shall report their analytical results based on the **full volume** samples generated from these PA-PES.

## (D) General Instructions

Allow bottles and ampules to reach ambient temperature before opening and removing volumetric amounts for sample preparation. Mix the soil and ampulated solution with repeated inversions prior to removing the appropriate aliquot for extraction.

Break the seal and open the bottle carefully. Both the soil sample and ampulated concentrate contain polychlorinated dioxins and/or furans which are known or suspected to have severe health effects. The samples should be handled only by trained and experienced analysts in facilities expressly designed to handle such materials.

Continue with the analysis as described in the Statement of Work.

TABLE 1 – SAMPLE PREPARATION

| Matrix | PA-PES Code | PA-PES Type | Volume of Water PA-PES Solution to Spike (Use Syringe) | Final Water Sample Volume (Use Laboratory Reagent Water) | Weight of Soil PA-PES Sample |
|---|---|---|---|---|---|
| Water | DLMW1 | Spiked Sample | 1.0 mL | 1.0 L | |
| Water | DLMW2 | Blank | 1.0 mL | 1.0 L | |
| Soil | DLMS1 | Spiked Sample | | | per SOW |

TABLE 1 – SAMPLE PREPARATION

| Matrix | PA-PES Code | PA-PES Type | Volume of Water PA-PES Solution to Spike (Use Syringe) | Final Water Sample Volume (Use Laboratory Reagent Water) | Weight of Soil PA-PES Sample |
|---|---|---|---|---|---|
| Soil | DLMS2 | Blank | | | per SOW |

**NOTE: Use high purity acids and laboratory reagent-grade water for all dilutions.**

## (E) Reporting

The EPA Sample No. and the Case Number corresponds to the 5-character sample ID found on the chain-of-custody record and the DLM01.3 PA-PES code in Table 1. This EPA Sample No. must appear on all of the raw data and reporting forms wherever the EPA Sample No. is required. The SDG Number must be supplied by the laboratory. These numbers (EPA Sample No., Case No., and SDG No.) must appear on all of the raw data and reporting forms wherever they are required. The following information is not required to be recorded on the forms: Lab Code, Contract No., SAS No., and Client No. These items are not applicable to the DLM01.3 pre-award samples.

The Agency will not return the offeror's original data package. We recommend that the offeror retain a copy for their files.

The offeror **must** submit two hard copies of the Complete Pre-Award Performance Evaluation Sample Data Package to be received by both IT Corporation and DynCorp **within 35 calendar days of VTSR:**

One hard copy of the Complete Pre-Award Performance Evaluation Sample Data Package will be sent to the following address for scoring under Section I - Pre-Award Performance Evaluation Sample:

**Attn.: Mr. Art Clarke**
**(Pre-Award DLM01.3)**
**Materials Document Control Officer**
**IT Corporation**
**2700 Chandler Ave, Building C**
**Las Vegas, NV 89120**

The second hard copy of the Complete Pre-Award Performance Evaluation Sample Data Package will be sent to the following address for scoring under Section II - Pre-Award Contract Compliance Screening:

**Attn.: Nazy Abousaeedi**
**(Pre-Award DLM01.3)**
**DynCorp I&ET, Inc.**
**2000 Edmund Halley Drive**
**Reston, VA 20191-3436**

## Section I – Pre-Award Performance Evaluation Samples (PA-PES) Data Scoring

The Pre-Award Performance Evaluation includes the analysis of one set of Performance Evaluation Samples supplied to the laboratory by the USEPA. Each sample is evaluated separately, according to the following scoring scheme. Each sample analyzed by the laboratory must receive a passing score in order for the laboratory to pass the Pre-Award Evaluation.

PA-PES Scoring Algorithm deducts points from 100.
Minimum passing PA-PES score for each sample = 75.

The Prediction Interval (PI) for each analyte will be statistically calculated using the Biweight Method using only the bidders' analytical data. The PI action limits will be set using the 90% confidence window with the following two conditions:

- If a Target Compound List (TCL) compound added to the sample is not identified by 40% or more of the bidders, then that compound is not used (NU) in the PA-PES scoring.

- If a TCL compound not added to the sample (a TCL contaminant) is identified by 40% or more bidders, then that compound is not to be used in the PA-PES scoring.

The Government reserves the right to change the statistical calculation method of any PI or to not utilize a PI (i.e., drop an analyte from scoring) due to unexpected complications with the PA-PES data set. The bidder's analytical PA-PES results will be evaluated and scored using the following scoring algorithm:

$$\textbf{PA-PES Score} = 100 - ( 125 * \{ 2A + B + C \} / T )$$

where:

A = Number of TCL compounds added to the sample which the bidder did not identify.
B = Number of TCL compounds added to the sample which the bidder identified outside the action limits.
C = Number of TCL contaminants (compounds not added to the sample) which the bidder quantitated above the CRQL.
T = Total number of TCL compounds added to the sample which were used for scoring (excludes TCLS with NU as limits).

**Section II – Pre-Award Performance Evaluation Samples (PA-PES) Contract Compliance Screening (CCS)**

**Lab Name**_____ **Reviewer(s)**_____

**Lab Address**_____

The CDD/CDF Pre-Award Performance Evaluation Samples (PA-PES) Contract Compliance Screening (CCS) of the Complete Pre-Award Performance Evaluation Sample Data Package consists of two parts:

Part I - CDD/CDF Data Completeness Review

Part II - CDD/CDF Data Compliance Review.

In order for a laboratory to successfully complete Performance Evaluation Samples (PA-PES) Contract Compliance Screening (CCS), a minimum of 75% (187 total points) is required for each part. Failure to obtain the required minimum Score for either part will result in automatic disqualification of the laboratory for the CCS requirements.

**SUMMARY OF DATA REVIEW**

Points for CDD/CDF Completeness Review (Part I) _____PTS

Points for CDD/CDF Compliance Review (Part II) _____PTS

**Total Points for CDD/CDF Data Review** _____**PTS**
(Part I + Part II)

**Final Score** _____%
(Total Points ÷ 500) x 100

**Data Completeness Review**

The CDD/CDF data package will be reviewed for completeness in accordance with the following criteria. The maximum points possible for completeness is 250.

1. Sample Data Summary (Form I-HR CDD-1) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

2. Toxicity Equivalent Summary (Form I-HR CDD-2) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

3. Second Column Confirmation (Form I-HR CDD-3) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

4. Selected Ion Current Profile (SICP) -_____PTS
(10 pts deducted for each missing SICP and 1 pt deducted for each missing data element on each SICP up to a maximum of 10 pts. A maximum of 20 pts is deducted for this item).

5. Data System Report -_____PTS
(10 pts deducted for each missing data system report and 1 pt deducted for each missing data element on each data system report to a maximum of 10 pts. A maximum of 20 pts is deducted for this item).

6. Total Homologue Concentration Summary (Form II-HR CDD) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

7. Lab Control Sample Summary (Form III-HR CDD) -_____PTS
(10 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 10 pts per form. A maximum of 10 pts is deducted for this item).

8. Method Blank Summary (Form IV-HR CDD) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

9. Window Defining Mix (WDM) Summary (Form V-HR CDD-1) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

10. Chromatographic Resolution Summary (Form V-HR CDD-2) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element on each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

11. Analytical Sequence Summary (Form V-HR CDD-3) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element for each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

12. Initial Calibration Response factor Summary (Form VI-HR CDD-1) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element for each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

13. Init. Calibration Ion Abundance Ratio Summary (Form VI-HR CDD-2) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element for each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

14. SICPs and Data System Reports for initial calibration standards. -_____PTS
(5 pts deducted for each missing SICP or Data System report and 1 pt deducted for each missing data element on each SICP or Data System report up to a maximum of 5 pts per form. A maximum of 50 pts is deducted for this item).

15. Continuing Calibration Summary (Form VII-HR CDD-1) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element for each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

16. Cont. Calibration Retention Time Summary (Form VII-HR CDD-2) -_____PTS
(5 pts deducted for each missing Form and 1 pt deducted for each missing data element for each form up to a maximum of 5 pts per form. A maximum of 10 pts is deducted for this item).

17. SICPs and Data System Reports for continuing calibration standards. -_____PTS
(5 pts deducted for each missing SICP or Data System report and 1 pt deducted for each missing data element on each SICP or Data System report up to a maximum of 5 pts. A maximum of 10 pts is deducted for this item).

18. Perfluorokerosene (PFK) mass resolution data. -_____PTS
(5 pts deducted for each raw data missing and 1 pt deducted for each missing data element on each raw data up to a maximum of 5 pts. A maximum of 20 pts is deducted for this item).

**Total Points deducted for Completeness Review-_____PTS**

**Points for Data Completeness Review-_____PTS**
(250 - Total points deducted)
Transfer points to Summary Page.

**Data Compliance Review**

The data package will be reviewed for contract compliance in accordance with the following criteria. The maximum points possible for compliance is 250.

1. **Sample Data** -_____PTS

____ pts deducted for labeled compounds outside ion-ratio or recovery limits. (5 pts deducted for each labeled compound ion-ratio or recovery outside limits up to a maximum of 10 pts).

____ pts deducted for incorrect concentration qualifier. (5 pts deducted for each native compound up to a maximum of 10 pts).

____ pts deducted for TEF adjusted concentration or total incorrect. (5 pts deducted for each incorrect concentration up to a maximum of 10 pts).

2. **Lab Control Sample** -_____PTS

____ pts deducted for failure to analyze the LCS at the frequency in the SOW. (5 pts for failure to analyze at frequency in the SOW up to a maximum of 10 pts).

____ pts deducted for more than three compounds outside recovery limits. (5 pts deducted for each compound (above 3) outside limits up to a maximum of 10 pts).

3. **Method Blank** -_____PTS

____ pts deducted for failure to analyze blanks at the frequency in the SOW. (10 pts for failure to analyze blanks at frequency in the SOW up to a maximum of 20 pts).

____ pts deducted for Native compound present in Method Blank >CRQL. (5 pts for each native compound up to a maximum of 20 pts).

4. **System Performance Check** -_____PTS

____ pts deducted for failure to perform PFK tune at frequency in the SOW. (5 pts for failure to tune at frequency in the SOW up to a maximum of 10 pts).

____ pts deducted for failure to analyze WDM at frequency in the SOW. (5 pts for failure to analyze WDM up to a maximum of 10 pts).

____ pts deducted for failure to analyze Isomer Specificity Check at frequency in the SOW.
(5 pts for failure to analyze at frequency in the SOW up to a maximum of 10 pts).

____ pts deducted for Isomer Specificity Check Percent valley exceeding 25%.
(5 pts for each value >25% up to a maximum of 5 pts).

5. **Initial Calibration** -_____PTS

____ pts deducted for failure to calibrate HRGC/HRMS at the frequency in the SOW or with standards at the concentrations in the SOW.
(5 pts for failure to calibrate at the frequency in the SOW, 5 pts for each incorrect standard, up to a maximum of 25 pts).

____ pts deducted for %RSD of RR/RRF for initial calibration standards outside limits.
(5 pts for each native or labeled compound up to a maximum of 25 pts).

____ pts deducted for Ion abundance ratio outside limits for initial calibration standard.
(5 pts for each ion ratio outside limits up to a maximum of 25 pts).

6. **Continuing Calibration** -_____PTS

____ pts deducted for failure to monitor HRGC/HRMS calibration with the continuing calibration standard at the concentration and frequency in the SOW.
(5 pts deducted for failure to monitor calibration at the concentration or frequency in the SOW up to a maximum of 20 pts).

____ pts deducted for RRT for native or labeled compound outside limits in the SOW.
(5 pts deducted for each native or labeled compound outside limits up to a maximum of 10 pts).

____ pts deducted for %D between initial and continuing RR/RRF for native or labeled compound outside limits in SOW.
(5 pts for each native or labeled compound outside limits to a maximum of 10 pts).

____ pts deducted for Ion ratio outside of QC limits.
(5 pts for each native or labeled compound up to a maximum of 10 pts).

**Total Points deducted for Compliance Review** -_____**PTS**

**Points for Data Compliance Review** -_____**PTS**
( 250 - Total points deducted)
Transfer points to Summary Page.